

AUGUSTA COUNTY SERVICE AUTHORITY
REQUEST FOR PROPOSAL (RFP) #1713

Title: **Landfill Engineering and Groundwater Consulting Services**

Issue Date: September 23, 2013

Sealed Proposals will be received at the following location subject to the Conditions cited herein until **2:00 p.m., October 25, 2013** for securing **Landfill Engineering and Groundwater Consulting Services**.

Where to submit Proposals:

Augusta County Service Authority
Administrative and Engineering Offices
18 Government Center Lane
Verona, VA 24482

Copies of Request for Proposals may be obtained by contacting:

Oscar H. Beasley III
Deputy Executive Director
obeasley@co.augusta.va.us
Telephone (540) 245-5680
Or by visiting www.acsawater.com/RFP/RFP.php

Requests for specific information should be directed to:

Greg Thomasson
Director of Solid Waste Management
Phone: (540) 337-2857, Ext. 104
e-mail: gthomasson@co.augusta.va.us

In compliance with this Request for Proposal, and to all the conditions imposed herein, the undersigned offers and agrees to complete all requirements and conditions in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiations.

Submitting for: Category 1 (Engineering) Category 2 (Groundwater)

Company: _____

Address: _____

City, State, ZIP: _____

Official's Signature: (X) _____ Printed Name: _____

Title: _____ Email address: _____

Contact Phone No: (_____) _____ Date of Proposal: _____

CERTIFICATION PAGE - RETURN THIS PAGE WITH PROPOSAL

September 23, 2013
REQUEST FOR PROPOSAL
RFP # 1713

Landfill Engineering and Groundwater Consulting Services

1. PURPOSE

This solicitation is issued by the Augusta County Service Authority (ACSA) as contract operators on behalf of the Augusta Regional Landfill, owned by the County of Augusta and the Cities of Staunton and Waynesboro, all political subdivisions of the Commonwealth of Virginia, herein after collectively referred to as "Owner". The Owner desires to procure Landfill Engineering (Category 1) and Landfill Groundwater (Category 2) consulting services through Competitive Negotiation for Professional Services from qualified firms (Proposer) to assist the Owner in the development of engineering reports, plans, and specifications for various landfill projects as described in Section 3.1 below and to provide for general groundwater consulting tasks as described in Section 3.2 below.

A contract will be awarded to a consulting firm for engineering tasks (Category 1). A contract will also be awarded to a consulting firm for groundwater tasks (Category 2). ACSA reserves the right to select multiple firms to support the scope of work in each category.

2. BACKGROUND

The Augusta Regional Landfill is located at 749 Christians Creek Road, Staunton, Virginia. The facility has accepted waste since 1971 under two separate permits. The total acreage dedicated to landfill operations including the landfills, convenience area, administrative offices, recycling, leachate handling, borrow areas and buffers is approximately 800 acres. Of this, 165 acres are under Permit No. 21 which has been closed with a VDEQ approved soil cap and is in post-closure care. Permit No. 585 is a lined landfill with 84.4 acres designated for landfill disposal for Phases 1-7. The active area, Phases 1-3 where filling began in 1998, account for 37.6 acres and the new waste units, Phases 4-7 comprise the remaining 46.8 acres. Phase 4 construction is complete and remains empty. Phases 4-7 have a capacity of approximately 9,000,000 cubic yards. The facility accepts approximately 500 tons per day.

There are seven (7) minor and three (3) major permit amendments associated with Permit No. 585. Some of the modifications include the amendment of final side slopes, the increasing of average and maximum daily tonnage rates, the utilization of alternate daily cover materials, the addition of Highland County to our service area, and the modification of the groundwater monitoring system. The leachate collection system for the facility consists of perforated collection pipes within the phases, a main header collection pipe, a gravity sewer line, two pump stations, and an equalization basin. From the equalization basin, the leachate is pumped to an ACSA wastewater treatment plant.

Permit No. 21 has passive gas vents. The Augusta Regional Landfill does not currently have an active landfill gas collection and control system (GCCS). However, the Augusta Regional Landfill has been exploring the possibility of voluntarily installing a GCCS and landfill gas beneficial use project. There are nineteen (19) gas migration probes currently installed around Permit No. 585 and four (4) gas migration probes installed around Permit No. 21.

The groundwater Permit No. 21 monitoring network consists of nine (9) monitoring wells and two (2) background monitoring wells. Permit No. 21 is monitored semi-annually and is currently in detection monitoring. An alternative source demonstration (ASD) for Permit No. 21 has been submitted to demonstrate that statistically significant increases (SSIs) in inorganics in the uppermost aquifer are naturally occurring.

The groundwater Permit No. 585 monitoring network consists of eleven (11) monitoring wells and two (2) background monitoring wells. Permit No. 585 is also monitored semi-annually and is currently in detection monitoring. An alternative source demonstration (ASD) for Permit No. 585 has also been submitted to demonstrate that statistically significant increases (SSIs) in inorganics in the uppermost aquifer are naturally occurring.

3. SCOPE OF SERVICES

This procurement is intended to develop non-specific, task order driven contracts, for each category. Each negotiated task order will have a specific scope of work and associated cost of services developed in accordance with contracts awarded for work in each category below. Tasks will be assigned as necessary, which may include but not be limited to the following in each category:

3.1. Landfill Engineering Tasks (Category 1):

- Design landfill cells that comply with Subtitle D and maximize airspace.
- Complete and submit Part A and Part B permit applications.
- Prepare minor and/or major permit amendments.
- Prepare construction documents, plans and specifications, and support contractor procurement.
- Provide construction management and administration services.
- Provide construction quality control (CQC) and construction quality assurance (CQA).
- Procure flyover mapping to update compaction densities and life expectancies.
- Prepare borrow-pit grading plans as needed.
- Provide leachate management system review and analysis.
- Assist the Director of Solid Waste Management with preparing financial information such as capital budgets, tipping fee analysis, and financial assurance estimates for closure / post-closure.
- Assist with wetlands permitting issues.
- Provide air permitting assistance including the preparation of new source review and Title V permit applications, air emissions inventories, and greenhouse gas (GHG) reporting to EPA.
- Design a landfill gas collection and control system (GCCS) and assist the Augusta Regional Landfill with the development of a landfill gas beneficial use project.

3.2. Landfill Groundwater Tasks (Category 2):

- Provide routine monitoring and consultation activities related to ground water.
- Contract directly with a qualified laboratory to perform analytical work.
- Perform statistical analysis, report preparation, and any other reporting required.
- Install additional ground water monitoring wells (as-needed).

4. TERM:

The term of any contract derived from this solicitation shall be for one year from the execution date of such contract. ASCA reserves the right to extend any contracts for additional terms of one year, up to a maximum of four extensions.

5. COSTS OF PROPOSAL PREPARATION:

Any costs incurred by the Proposers in preparing or submitting proposals are the Proposers' responsibility. ASCA will not reimburse any Proposer for any costs incurred as a result of a response to this Request for Proposal.

6. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:

6.1. RFP SUBMITTAL: Proposals must be submitted no later than 2:00 P.M., Friday, October 25, 2013. Envelopes will be clearly marked as follows:

<u>RFP No 1713</u>		
<u>Landfill Engineering and Groundwater Consulting Services</u>		
From: _____ Name of Consulting Firm	October 25, 2013 Proposal Due Date	2:00 PM Time Due
_____ Street or Box Number		
_____ City, State, Zip Code		
ATTN: <u>Oscar H. Beasley III, Deputy Executive Director</u>		

6.2. RFP Response: In order to be considered for selection, Proposers must submit a complete response to this RFP. One (1) original identified as original, and five (5) copies of each proposal must be submitted to the Owner. The Proposer shall make no other distribution of the proposal.

6.3. Proposal Preparation: The Owner intends that responses to this Request for Proposals be concise, informative, and inexpensive for the Proposer to prepare. Responses must be in the following format and contain the information requested:

6.3.1. Introduction: In this introduction section the Proposer is expected to introduce his firm to ASCA. This section should contain a brief history of the firm, its location, locations of any satellite offices, a broad statement of qualifications including experience of firm in the categories for which the proposal is being submitted and any other information deemed desirable by the Proposer.

- 6.3.2. Performance Personnel:** This section must provide a listing of a team of professional personnel that will be available to work on the project. This section must contain a detailed resume on each person that will be assigned to the project providing details of individual experience.
- 6.3.3. Project Team Organization:** This section must define organization among the individuals stipulated as available in the preceding section. It is anticipated that this section will highlight areas of individual and combined team specialized experience and will give ACSA selection committee an insight into the unique qualifications of the project team proposed by each Proposer so that these qualifications can be best matched to the needs of ACSA.
- 6.3.4. Experience of firm relevant to the scope.** This section must provide an explanation of the approach and/or methodology to be used in achieving assigned tasks, and the firm's ability to provide the necessary resources to meet all project deadlines.
- 6.3.5. References:** This section must provide references from municipal clients for which similar work has been performed.
- 6.4. EVALUATION:** Following the receipt of these proposals, a committee of the Owners will review the proposals received and rate the proposals based on the qualifications and directly applicable experience of the firm and individuals making up the project team. The proposals will be evaluated based on the following criteria:

 - 6.4.1.** Experience of firm relevant to the scope.
 - 6.4.2.** General approach to the scope of work.
 - 6.4.3.** Qualifications of key personnel to be assigned to the project.
 - 6.4.4.** References from municipal clients for which similar work has been performed. Relevant information will be solicited regarding services and overall capabilities of the firm.
- 6.5. AWARD:**

 - 6.5.1.** ACSA reserves the right to select multiple firms to support the scope of work in each category.
 - 6.5.2.** ACSA may enter into negotiations based on proposals and follow-up information from the Proposers or their references without the requirement for interviews. However, if interviews are conducted, the interviewed firms will be ranked based on proposal content and the interview. Then, the Owners will attempt to negotiate a contract with the firm ranked number 1. If a contract cannot be negotiated with the number 1 ranked firm, negotiations will be concluded with that firm and initiated

with the next lower ranked firm. This procedure will be followed until a contract is negotiated.

- 6.5.3. In the event that a single firm is uniquely qualified, or clearly more highly qualified than other firms offering proposals for this service, ACSA may so state this fact, give a reasonable explanation for this decision and enter into negotiations with the uniquely qualified firm.
- 6.5.4. ACSA reserves the right to reject any and all proposals and to waive any informality or technical defects if, in its judgment, the best interests of ACSA will be served as specified in Section § 2.2-4319 of the Virginia Public Procurement Act.
- 6.5.5. ACSA will provide public notice announcing its decision to award by posting the Notice of Intent to Award on the ACSA website, the Virginia Electronic Business Opportunities website and by mailing the notice to all Proposers submitting a proposal.
- 6.5.6. ACSA reserves the right to offer the successful firm with the additional phases including design and construction services contracts that may be required or determined as a result of the studies. This option will be at the sole discretion of ACSA.

7. PRE-PROPOSAL CONFERENCE:

At this time, a pre-proposal conference by ACSA is *not required* in order for a proposal to be accepted for review. Should any potential Proposer have questions, they may contact **Greg Thomasson, Director of Solid Waste Management, Phone: (540) 337-2857, Ext. 104, or by e-mail: gthomasson@co.augusta.va.us** for clarifications relative to this proposal no later than seven (7) business days before the opening date. Any revisions to the solicitation will be made only by addendum issued by ACSA on our website at www.acsawater.com/RFP/RFP.php.

8. GENERAL TERMS AND CONDITIONS:

- 8.1. **PRECEDENCE OF TERMS:** In the event there is a conflict between the general terms and conditions and any special terms and conditions which may be included in this solicitation for use in a particular procurement, the special terms and conditions shall apply.
- 8.2. **CLARIFICATION OF TERMS:** If any prospective Proposer has questions about the specifications or other solicitation documents, the prospective Proposer should contact **Mr. Greg Thomasson, Director of Solid Waste Management, Phone: (540) 337-2857, Ext. 104, or by e-mail: gthomasson@co.augusta.va.us** for clarifications relative to this proposal no later than seven (7) business days before the opening date. Any revisions to the solicitation will be made only by addendum issued by ACSA on our website at

- 8.3. QUALIFICATIONS OF PROPOSERS:** ACSA may make such reasonable investigations as deemed proper and necessary to determine the ability of the Proposer to perform the work and the Proposer shall furnish to ACSA all such information and data for this purpose as may be requested. ACSA reserves the right to inspect Proposers physical facilities prior to award to satisfy questions regarding the Proposers' capabilities. ACSA further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such Proposer fails to satisfy ACSA that such Proposer is properly qualified to carry out the obligations of the contract and to complete the work/furnish the item(s) contemplated therein. Minimum qualifications shall include:

Category 1: The Lead designer shall have at least 10 years of progressively responsible experience in solid waste engineering, facility permitting, and operations support. Proposers shall possess required engineering licenses/certifications or employ properly licensed/certified staff required in the Commonwealth of Virginia to provide services for the possible scope.

Category 2: The Lead geologist shall have at least 10 years of progressively responsible experience in addressing groundwater issues at landfills. Proposers shall possess a professional geologist license issued by the Commonwealth of Virginia.

- 8.4. ASSIGNMENT OF CONTRACT:** A contract shall not be assignable by the proposer in whole or in part without the written consent of ACSA.
- 8.5. ETHICS IN PUBLIC CONTRACTING:** By submitting their Proposals, all proposers certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other Proposer, supplier, manufacturer or subcontractor in connection with their Proposal as set forth in section § 2.2-4367 and § 2.2-4377 of the Virginia Public Procurement Act.
- 8.6. PUBLIC INSPECTION OF PROCUREMENT RECORDS:** Proposals submitted shall be subject to public inspection only in accordance with section § 2.2-4342 of the Virginia Public Procurement Act.
- 8.7. ANTI-DISCRIMINATION:** By submitting their proposals, all Proposers certify to the Augusta County Service Authority that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Act of 1975, as amended, where applicable, and Section § 2.2-4311 of the Virginia Public Procurement Act and that during the performance of this contract, the Proposer agrees as follows:
- 8.7.1.** The Proposer will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by the state law relating to discrimination in employment, except when there is bona fide occupational qualification reasonably necessary to the normal operation of the Proposer. The Proposer agrees to post in conspicuous places,

available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

8.7.2. Notices, advertisements and solicitations placed by or on behalf of the Proposer will state that such contractor is an equal opportunity employer. Notices, advertisements and solicitations placed in accordance with Federal Law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

8.7.3. The Proposer will include the provisions of the foregoing paragraphs in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

8.8. NONDISCRIMINATION AGAINST FAITH-BASED ORGANIZATION: In accordance with the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, P.L. 104-193, ACSA will not discriminate against faith-based organizations.

8.9. MINORITY AND WOMEN-OWNED BUSINESSES:

8.9.1. The Augusta County Service Authority actively solicits both minority and women-owned businesses to respond to all Invitations for Bids and Requests for Proposals, and if not already on the ACSA's mailing list, you may request application for inclusion on the list. Should you be interested, please contact the ACSA at (540) 245-5670 and request application.

8.9.2. Disadvantaged Business Enterprises (DBE), as defined in 49 CFR 23, shall have equal opportunity to compete for and perform subcontracts which the contractor enters into pursuant to this contract. The contractor will use his best efforts to solicit bids from and to utilize DBE subcontractors or subcontractors with meaningful minority group and female representation among their employees.

8.10. DRUG-FREE WORKPLACE: During the performance of this contract, the Contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

9. SPECIAL CONDITIONS:

9.1. OWNERSHIP OF MATERIAL: Ownership of all data, material and documentation originated and prepared for ACSA pursuant to the RFP shall belong exclusively to ACSA and

be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Proposer shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Proposer must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.

9.2. CANCELLATION OF CONTRACT: The ACSA reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the contractor.

9.3. INSURANCE COVERAGE: The Proposer shall, prior to beginning the services specified in this Agreement, file with the ACSA certificates of insurance evidencing insurance coverages of the type and amounts stated below. Coverage shall be through insurance companies authorized to do business under the laws of the Commonwealth of Virginia. Proposer shall give the ACSA thirty (30) days prior written notice of any non-renewal or cancellation of coverage. All Subconsultants and subcontractors shall be required to include the ACSA as additional insured on their General Liability insurance policies.

INSURANCE REQUIREMENTS CHECKLIST

<u>Required</u>	Limits	<u>Coverage Required</u>	<u>(figures denote minimums)</u>
<u>X</u>	1.	Worker's Compensation and Employers' Liability; Employers' Liability All States Endorsement USL & H Endorsement Voluntary Compensation Endorsement Best's Guide Rating-A-VIII or better, or its equivalent	1. Statutory Limits of the Commonwealth of VA \$100,000/\$500,000/\$100,000 Statutory Statutory
<u>X</u>	2.	Commercial General Liability General Aggregate Products/Completed Operations Personal and Advertising Injury Fire Legal Liability Best's Guide Rating-A-VIII or better, or its equivalent	2. \$1,000,000 (CSL) Each Occurrence \$2,000,000 \$2,000,000 \$1,000,000 \$50,000 per Occurrence
<u>X</u>	3.	Automobile Liability Owned, Hired, Borrowed & Non-owned Motor Carrier Act End. Best's Guide Rating-A-VIII or better, or its equivalent	3. \$1,000,000 combined Single Limit Bodily Injury and Property Damage Each Occurrence (note, symbol "1" on liability coverage)
<u>X</u>	4.	Professional Liability General Aggregate Best's Guide Rating-A-VIII or better	4. \$1,000,000 Each Claim \$5,000,000

- X 5. Augusta County Service Authority shall be named as an additional insured on Auto and General Liability Policies (this coverage is primary to all other coverage the ACSA may possess and must be shown on the certificate).
 - X 6. 30 day written cancellation notice required, in the event of non-payment, to Augusta County Service Authority – Ref. Code of Virginia Section 38.2-231. Also, the words “endeavor to” and “failure to mail such notice” clause shall be removed from the cancellation notice.
 - X 7. The Certificate must state RFP #1713 and RFP Title: **Landfill Engineering and Groundwater Consulting Services**
 - X 8. Proposer shall submit Certificate of Insurance within five (5) business days from notification of award, and shall provide updated Certificates for the duration of the Agreement.
- 9.4. LIMITATION OF LIABILITY:** The Proposer shall carry professional liability insurance covering negligent acts, errors, and omissions in an amount not less than 5% of the estimated cost of construction of all ACSA projects designed by the Proposer which are currently under construction, but in no event shall the aggregate amount of professional liability insurance be less than \$1,000,000.
- 9.5. OBLIGATION OF PROPOSER:** By submitting a proposal, the Proposer covenants and agrees that he has satisfied himself, from his own investigation of the conditions to be met, that he fully understands his obligation and that he will not make any claim for, or have right to cancellation or relief from the contract because of any misunderstanding or lack of information.
- 9.6. UNAUTHORIZED ALIENS:** In accordance with § 2.2-4311.1 of the Virginia Public Procurement Act, compliance with federal, state, and local laws and federal immigration law; requires that the contractor does not, and shall not during the performance of this contract for goods in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
- 9.7. APPLICABLE LAW AND COURTS:** This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of Augusta County, Virginia, as provided under Virginia law. In performing the Work under the Contract, the Contractor shall comply with applicable Federal, State, and Local laws and regulations.
- 9.8. DEBARMENT STATUS:** By submitting its proposal, the Proposer certifies that it is not currently debarred from submitting proposals or bids on contracts by any agency of the Commonwealth of Virginia, nor is it an agent of any person or entity that is currently debarred from submitting bids or proposals on contracts by any agency of the Commonwealth of Virginia.
- 9.9. REGISTRATION OF BUSINESS ENTITY:** Any contractor organized as a stock or non-stock corporation, limited liability company, business trust, or limited partnership or

registered as a registered limited liability partnership shall be registered with and be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 or as otherwise required by law.

9.10. REQUIREMENT TO PROVIDE SCC IDENTIFICATION NUMBER: Any Proposer organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 must include in its proposal the identification number issued to it by the State Corporation Commission. Any Proposer that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law shall include in its proposal or proposal a statement describing why the Proposer is not required to be so authorized.

9.10.1. Any Proposer described in section **9.9** that fails to provide the required information shall not receive an award unless a waiver of this requirement and the administrative policies and procedures established to implement this section is granted by the Director of the Department of General Services of the Commonwealth of Virginia or their designee or by the chief executive of a local governing body.

9.10.2. Any business entity described in section **9.9** that enters into a contract with a public body pursuant to this chapter shall not allow its existence to lapse or its certificate of ACSA or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the contract.

9.10.3. A public body may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK